

# **Note-Orious Choir Committee Positions and Responsibilities**

January 2025

Committee Members will automatically become Trustees of the Note-Orious Charity unless they opt out

## **Chairperson**

Overall leadership of the Choir

Arranging and running Committee meetings at least twice a term

## **Membership Secretary**

General upkeep of the Contact List

Maintaining the waiting list

Inviting new members

Running the new members process

Weekly Register

Keeping tabs on individual attendance

Contacting choir members who have dropped below the 50% attendance level

## **Performance Manager**

Day to day running of the choir including organising all rehearsals and concerts

Liaise with MD & Music Committee on song choices, concert song choices and running order

Dealing with the practicalities of rehearsals and concerts, including:

- Liaise with rehearsal venues
- Setting up keyboards and lighting for rehearsals
- Liaise with concert venue organisers
- Work out stage plans, who stands where etc.
- Work out choreography
- Teach choreography to choir members
- Film choreography for choir members to practise
- Go on concert venue site visits to see and work out performance space
- Call Sheets for all performances
- Arrange transport for equipment to concerts, e.g. keyboards, amp, podium and lighting when necessary.

## **Treasurer**

Manage bank account.

Inform the committee about the status of member subs (who is paying, who is not paying)

Oversee, prepare and present accounts at the Choir AGM and to the Charity Commission.

Make payments (for Teaching Tracks, room hire, equipment, MD, misc.) and send out invoices to firms / venues that have "hired" us where required.

Purchasing new sheet music

Maintain accurate financial records throughout the year to be reviewed to be reviewed at any time by the Committee

Being the Making Music Representative

Contact and liaison with the Charity Commission:

- Ensuring registered details up to date, e.g. income, expenditure, trustees, contact details
- Submission of a yearly Trustees' annual report including accounts

## **Communications Manager**

Email and social media communication with choir members.  
General upkeep of Website and Mailing List.  
Continuing the “Noted Note-orian” Web page.  
Publicising performances and recruiting new members.  
Running Choir surveys when required  
Upkeep of all Social Media.  
Writing news items for the website

## **Music & Social Secretary**

Maintaining the Song Suggestion List  
Shortlisting potential new songs term by term  
Researching sources for sheet music  
Commissioning teaching tracks  
Commissioning new song arrangements  
Run Song Selection Subcommittee in conjunction with MD  
Loading new music and teaching tracks to website

Organising social events during our Choir breaks, typically:

- Half Term drinks
- Summer Party
- Christmas Party

Additional social events such as Choir Birthday Celebrations

Getting people together after choir to meet socially

Making people feel welcomed as part of Note-Orious

Running Non-Executive Party Animals Sub Committee (volunteers) responsible for:

- Making new members aware of social events
- Arranging Social nights and end of term parties
- Arranging Theatre and other social trips